



Wichita Police Department Policy Manual

Approved by: _____

Policy 712-Security of Records Information

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Maintained by: Records
Bureau

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- 712.01 The Records Bureau Commander shall be designated as the Official Custodian of Records. He/she is responsible for the maintenance, security and dissemination of the criminal and public records of the Wichita Police Department.
- 712.02 Anytime an officer requests records information over the telephone and a member of the Records Bureau does not recognize the caller's voice as being that of an officer, he/she shall request the officer's name, I.D. number. If there is still a question regarding the identity of the caller, the Records Bureau member will contact a Records Bureau supervisor for guidance. If the identification corresponds, the information will be supplied. If information is requested in person and the Records member does not recognize the person as an officer, they are to ask for identification. If a caller's identity cannot be confirmed, no information is to be released.
- 712.03 Criminal History Record Information (CHRI) is defined as arrests, detentions, indictments, information, or other formal criminal charges and any dispositions stemming from such charges, including sentencing, correctional supervision, releases, dismissals, or decisions to drop charges. All reports, documents, photographs, fingerprints, and evidence may be considered Criminal History Record Information and need to be evaluated on its content prior to any dissemination.
- 712.04 Members of the Records Bureau are not authorized to copy Department of Justice Transcript of Record Sheets, Disposition Journals, NCIC IIIs or KCJIS Rap sheets for Department members unless authorization is given by a Records Supervisor.
- 712.05 Federal and State laws prohibit the radio broadcast of Criminal History Record Information. Officers requesting a record check will receive Signal 30 [not wanted] or Signal 32 [wanted]. Any officer who requests a record check on a person who is known to have dangerous tendencies will be advised by the use of proper codes, as found in Policy 710-Radio Signals and Codes.
- 712.06 R The Records Bureau may release Criminal History Record Information to any member of the Wichita Police Department, a Sedgwick County Sheriff's Office employee, or any other Criminal Justice Agency who uses our computer for Criminal History Record Information storage. The dissemination of Criminal History Record Information to other authorized agencies must be logged in the Records Bureau dissemination log, if not entered automatically in the state's log.
- A. Request for faxed or secure e-mailed case reports or criminal history information are restricted to Wichita Police Department command staff and/or supervisors (Sergeants and above).
- B. The commander or supervisor making the request shall immediately notify a Records clerk, supervisor or SPIDER dispatcher when the faxed report is received. If all copies were not transmitted, the supervisor or BOF officer will immediately notify the Records Bureau.
- 712.07 Members of the Wichita Police Department may not disseminate Criminal History Record Information except in accordance with laws, or applicable rules and regulations adopted pursuant to state statutes, which govern such dissemination. The dissemination of Criminal History Records information other than as authorized by statute and regulation is a class C misdemeanor. "Mug shots" are records, which are closed to the public as criminal investigation records.
- 712.08 Criminal History Record Information does not include investigative or intelligence information such as suspected criminal activity, association with criminal enterprise, financial information, ownership of property, or other personal information. It also does not apply to psychiatric or medical records, social histories or other evaluative types of data; or other types of information that specifically do not indicate a person is involved in the criminal justice system.
- 712.09 The Wichita Police Department shall not be required to disclose public records, or records which are prohibited or restricted pursuant to specific authorization of federal law, state statute, the Kansas Open Records Act, or rule of the Kansas Supreme Court.
- 712.10 The Wichita Police Department shall not be required to disclose the following records:
- A. Personnel records, performance ratings, or individually identifiable records pertaining to members of the Department or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of members of the Department.
- B. Information, which would reveal the identity of any undercover agent, or any informant reporting a specific violation of law.
- C. Information, which would reveal the identity of an individual who lawfully makes a donation to the Department, if anonymity of the donor is a condition of the donation.
- D. Records involved in administrative adjudication or civil litigation, compiled in the process of detecting or investigating violations of civil law or administrative rules and regulations, if disclosure would interfere with a

- prospective administrative adjudication or civil litigation, or reveal the identity of a confidential source or undercover agent.
- E. Records of emergency or security information or procedures of the Police Department; any plans, drawings, specifications or related information for any building/facility which is used for purposes which require security measures in or around the building/facility; or any building/facility which is used for communications, if disclosure would jeopardize security of the Department.
 - F. Correspondence between the Police Department and a private individual, other than correspondence which is intended to give notice to an action, policy or determination relating to a regulatory, supervisory or enforcement responsibility of the Department; or which is widely distributed to the Department and is not specifically in response to communications from such a private individual.
 - G. Records pertaining to employer-employee negotiations, if disclosure would reveal information discussed in a lawful executive session under K.S.A. 75-4319 and amendments thereto.
 - H. Police Department records containing information of a personal nature, where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy. K.S.A. 45-221(a)(30). A.G. Opins. No. 92-149 (victim of sex offense); 99-55, 98-38, 87-25 (social security number).
- 712.11 The Records Bureau Commander shall designate the National Crime Information Center (NCIC) agency administrator and Terminal Agency Coordinator (TAC) and Local Agency Security Officer (LASO) for the Wichita Police Department.
- 712.12 Each WPD employee, trained and certified in NCIC, accessing MVD, NCIC, III or CJIS will complete and sign the SecurID Token Receipt Form Employee Awareness Statement. This form includes the user's responsibilities, system security, and care for the token.
- 712.13 The KCJIS Web Portal may be accessed remotely by approved department members. This information will be used only for criminal justice purposes. When accessing the KCJIS Web Portal from a remote terminal location, after each session of remote access, the user shall delete the cache files to prevent the possibility of residual KCJIS data remaining on the devices. Disciplinary action per 5.108 D or other WPD regulation will be taken should there be misuse of the system.